



Date: _____

Address(es): _____

Case #: _____

Unit #(s): _____

This form may be used as a written response and/or statement to a pending RRSO tenant or landlord petition. As a party to this petition, the tenant or landlord must submit a written response to the petition and any documents, photos, etc. at least five (5) days before the mediation. If the petition will go directly to arbitration, a written statement and supporting documents must be submitted at least seven (7) days before the arbitration hearing.

A written response is a statement that addresses the issues and/or facts raised in the Petition. A written response may be accompanied with supporting documentation (photos, letters, emails, receipts, etc.). Please note, you do not have to use this form to submit a written response. A response may be submitted to the Rent Review Hearing Administration via email or US Mail.

Hayward RRSO Hearing Administration

Email: hayward@housing.org

Mailing address: Project Sentinel, 1490 El Camino Real, Santa Clara, CA 95050

Parties must attend the mediation or arbitration, even if they have submitted a response and/or documentary evidence. If a party wishes to have a representative appear on their behalf, an Authorized Representative Form must be submitted to the Rent Review Officer prior to the mediation or arbitration.

I. RESPONDING PARTY(IES) INFORMATION

I am a: <input type="checkbox"/> Tenant <input type="checkbox"/> Landlord <input type="checkbox"/> Property Manager	
<input type="checkbox"/> Authorized Representative of a Tenant, group of Tenants, or Landlord <i>Name of represented party(ies):</i>	
Name(s):	Phone Number(s):
Company (if applicable):	
Address:	Email(s):

II. MEDIATION/ARBITRATION

Mediation: The first step in the RRSO petition process is mediation. Mediation is a confidential meeting with the tenant(s) and the landlord or the landlord’s representative facilitated by a professional neutral mediator. The mediator will help the parties discuss the issues presented in this petition and assist them in reaching an agreement. If the parties reach an agreement, it will be written down by the mediator. If no agreement is reached, the case would proceed to arbitration.

(check if applicable) I wish to participate in mediation.

Supporting Documents: In support of the Response above, I am attaching the following documents with this response:

1. _____
2. _____
3. _____
4. _____
5. _____

IV. SCHEDULING

The Mediation/Arbitration will be scheduled no earlier than fourteen (14) days and no later than forty-five (45) days after the acceptance of filing the petition. Please identify dates/times you are available during that time frame after that time and if there are specific dates/times you are not available (*you may be general – e.g. “Mondays and Wednesdays, am available after 3pm.”*). Mediations/Arbitrations can take 2 to 3 hours.

Do you need an interpreter for the mediation/arbitration? No. Yes. Language: _____

V. SETTLEMENT TERMS (OPTIONAL)

For the purpose of expediting a resolution to the issues in the petition, do you have proposed terms that may resolve the issues (*e.g. percentage of rent increase, terms to resolve service reductions etc.*):

[Signature page follows]

I/we affirm under penalty of perjury that the information I/we have provided here is true and correct to the best of my/our knowledge.

I/we understand that once this petition is filed, I/we have the right to withhold disputed rent until a decision is made by an arbitrator.

Signature: _____

Print Name: _____

Date: _____ I opt in for communication via email

Signature: _____

Print Name: _____

Date: _____ I opt in for communication via email